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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 2 MAY 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

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No items this reporting period. ☐

II. Items/Events of Major Interest:

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✓ a. Quality of Life: Installation of the new running track and Durathon rubber sports surface for the gymnasium and locker rooms has begun. This project will take approximately two weeks to complete. ☐

Universal Craftsmen Company has completed the installation of the corridor lights on the fourth floor of the Headquarters Building and are presently installing corridor lights on the third floor.

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b. Reduction of Overtime - Mail and Courier Branch: Effective 28 April 1984, the Mail and Courier Branch (M&CB), OL/LSD no longer has the responsibility of intercepting material from the Office of Development and Engineering, DDS&T, ☐ and delivering that material to ☐ DIA personnel will take over from the ☐ to Bolling Air Force Base. The elimination of this activity will reduce M&CB scheduled overtime by 52 hours per pay period. ☐

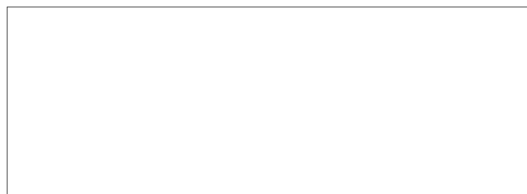
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c. Transportation: Special transportation was provided to the East Asia Division, DDO, the Near East Division, DDO, and the Office of Security, DDA during this past week. ☐

d. Fine Arts Committee (FAC) Exhibit Hall: A photographic exhibit commemorating American, of Japanese ancestry, servicemen during Work War II is being displayed in the 1D Headquarters Exhibit Hall from 1 May - 31 May. The Equal Employment Opportunity (EEO) sponsored show "Yankee Samurai" is borrowed from Go For Broke, Inc. Logistics Services Division, OL is handling insurance, display, and return to lender.

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25X1 The FAC leased exhibit, "Buildings Reborn," was removed on 30 April and packed for Central Depot arranged transport to the next borrower in St. Louis.

25X1 e. Furniture Evaluation: The Interior Design Consultant, OL/LSD is participating in the Psychological Services Division, Office of Medical Services (PSD/OMS) study of workstation requirements for Video Display Terminal (VDT) users. Furniture features, construction, standards and sources were researched and assistance was provided in developing the first evaluation sheet to be published which is titled "The Chair."

✓ 25X1 f. Headquarters Map Murals: Restoration of the historic city maps in the first floor Headquarters elevator wells is being undertaken with the assistance of personnel from the Cartography and Design Group, Office of Current Production and Analytic Support (CDG/CPAS), DDI. Negatives from the Paris map were retrieved from Archives and appropriate sections were sent to Printing and Photography Division (P&PD/OL) for processing. The GSA Paint Shop will be replacing forty-five 30" x 40" panels on this map which is located in the 1B corridor of Headquarters. CPAS volunteers will attempt to remove paint spots from the Rome map, located in the 1D corridor of Headquarters.

25X1 g. Front Entrance Barricades: The Headquarters front entrance barricade design and development is 70 percent complete. The job is on hold awaiting DDA approval for completion.

25X1 h. Backfill: Architectural Design Staff (ADS), OL/LSD reports that the drawings for a demolition contract for the 4E corridor of the Headquarters Building are 90 percent complete, and a preliminary scope of work is currently being prepared. Drawings for the new construction are nearing completion.

25X1 The GSA Carpenter Shop reports that it has completed its work in the 7C corridor of Headquarters. The Electric Shop is 95 percent complete in its work on the electrical outlets, and needs to add one critical power outlet for the alarm system. The GSA Paint Shop is 90 percent complete in the 7C corridor; and the GSA Sheetmetal Shop is continuing to fabricate window grills.

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i. WANG Electrical Outlets: The GSA Electric Shop reports that the installation of WANG electrical outlets are 90 percent complete in the 7C corridor of the Headquarters Building. ☐

j. Planter Barricades: Fairfax Wood and Concrete, Inc. will be replacing the four planters at the Northeast Entrance of the Headquarters Building on Friday, 4 May. ☐

1. Courier Receipt System - Mail and Courier Branch: The Mail and Courier Branch, OL/LSD is exploring the various alternatives to the present courier receipt system. The Acting Chief, Mail and Courier Branch met with the Records Management Officers (RMO's) from each of the Directorates to discuss possible changes. A representative from Wallace Computer Services presented a proposal for a bar-code receipt form. Further meetings will be held to continue to explore alternatives and assure that all Agency requirements in this matter are considered. ☐

m. Renovations - Headquarters Building: The GSA Carpenter Shop is 90 percent complete with the removal of the masonry wall in Rooms 1E4810 and 1E4822 Headquarters Building, for the Office of Current Reference, DDI. Painting of this area is now in progress. ☐

The Carpenter Shop began minor alterations to convert rooms 5C19 and 5C25 Headquarters to vaulted areas, for the East Asia Division, DDO. The Electric Shop has installed the critical power for the alarm system and sheetmetal work is scheduled to start this week. ☐

The Electric Shop has installed a new three speed motor and thermostate in Room 6F19 Headquarters for the Office of Signit Operations, DDS&T. ☐

n. North Parking Lot - Renumbering: During the past two weekends, personnel from the Carrier Maintenance Section of Space Maintenance and Facilities Branch, OL/LSD, assisted by personnel from Space Maintenance and Facilities Branch, OL/LSD and Building Services Branch, OL/LSD have completed the renumbering of 824 spaces of the 1,285 spaces located in the North parking lot, Headquarters. ☐

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25X1 o. Ames Building - Broken Glass Door: One of the double glass doors entering the Main Reception Area in the Ames Building was accidentally broken by a Delta Data Representative, whose cart hit the glass door. Dominion Management Co. replaced the glass door and billed the Agency for \$132.00. Upon contacting the Delta Data Coordinator, ODP, he stated that the bill should be forwarded to him and he would handle the processing and payment of the bill and Delta Data Company.

25X1 III. Significant Events Anticipated During the Coming Week:

25X1 No items this reporting period.



Chief
Logistics Services Division

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